



12TH WORLD CONGRESS ON
Gastrointestinal
C A N C E R



30 JUNE – 3 JULY 2010
BARCELONA, SPAIN

CHAIRS:

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Satellite Symposia Manual

EDUCATION IS THE BEST MEDICINE®

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ESMO Conference: 12th World Congress on Gastrointestinal Cancer Satellite Symposia Manual Signature Page

Please print your name here

representing _____
Please print your company name here

by my signature below hereby certify that:

- I have completely read the ESMO Conference: 12th World Congress on Gastrointestinal Cancer Satellite Symposia Manual.
- I understand all rules and regulations as outlined in the ESMO Conference: 12th World Congress on Gastrointestinal Cancer Satellite Symposia Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO Conference: 12th World Congress on Gastrointestinal Cancer Satellite Symposia Manual.
- It is my responsibility to comply with all the local and European laws, as well as Spanish Farmaindustria (www.farmaindustria.com) and Imedex bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

Signed

Date

Please return this document to Kelly Jackson by fax at +1 770 751 7334. No orders for service will be processed until this document has been returned.

CCIB REGULATIONS

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**.” The “CCIB Operations Manual” with regulations particular to this convention center can be found on this page under “CCIB Regulations.”

ORDER FORMS

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**.” To retrieve the following order forms for materials at the CCIB please download the pdf “Exhibition Order Forms.”

- Catering for Symposia
- Internet, Telephone and Fax
- Audiovisuals and Computers
- Hostesses, Waiters and Security Guards
- Cleaning and Plants

EXHIBITION MANUAL

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**” and download the pdf “**EXHIBITION MANUAL**” for information about the exhibition regulations.

ANCILLARY MEETING MANUAL

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**” and download the pdf “Ancillary Meeting Manual” for information about ancillary meetings.

SHIPPING MANUAL

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**” and download the pdf “Official Shipping Manual” for information about shipping materials to the Congress.

**ESMO Conference:
12th World Congress on Gastrointestinal Cancer
Important Dates and Deadlines for Satellite Symposia**

Item	Due Date	Submit To
Abstract Submission Deadline	18 February 2010	Imedex
Certificate of Insurance Due to Viajes Iberia	12 March 2010	Viajes Iberia
Satellite Symposia Draft Agenda Deadline	30 March 2010	Imedex
Company Information for Pocket Program	16 April 2010	Imedex
Advertisement Deadline for Final Program Book and Pocket Program	16 April 2010	Imedex
Application Deadline for Ancillary or Concurrent Meetings	3 May 2010	Imedex
Satellite Symposia Final Agenda Deadline	3 May 2010	Imedex
Last Day to Reserve Space in the Congress Delegate Bag for an Insert	10 May 2010	Imedex
Satellite Symposia Food & Beverage and Additional Equipment Orders	10 May 2010	Viajes Iberia
Sample Inserts for Congress Bags Due for Approval	17 May 2010	Imedex
Satellite Symposia Staff Registration Form	17 May 2010	Imedex
Supporter Complimentary Full Registration Form	17 May 2010	Imedex
Audience Response System Contact Form	17 May 2010	Imedex
Notification to Viajes Iberia of Shipping and Materials Arrival	24 May 2010	Viajes Iberia
Delegate Bag Inserts Received by RESA in Barcelona – must ship separately from exhibition items and label as Delegate Bag Inserts	21 June 2010	
All Other Items Received by RESA in Barcelona – Last Day	21 June 2010	
Last Day to Guarantee Food and Beverage Numbers	18 June 2010	Viajes Iberia

ESMO Conference: 12th World Congress on Gastrointestinal Cancer Key Contact Information

Congress Location - CCIB

(Centre de Convencions Internacional de Barcelona)
Rambla de Prim 1-17
08019 Barcelona, Spain
Website: www.ccib.es

Satellite Symposia Management

Viajes Iberia Congresos
Edif. Orizonia - Pallars 193, 2^a planta
08005 Barcelona, Spain
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: congresos.barcelona@viajesiberia.com
Website: www.viajesiberiacongresos.com
Contact: Begoña Ruiz

Congress Secretariat

Imedex[®], LLC
4325 Alexander Drive
Alpharetta, Georgia 30022 USA
Tel.: +1 (770) 751 7332
Fax: +1 (770) 751 7334
Email: meetings@imedex.com
Website: www.worldgicancer.com
Exhibitions Contact: Cori Gunter
Satellite Symposia Contact: Kelly Jackson

Shipping Supplier

RESA Internacional Events, SL
C/Ciencias s/n – Entrada de Mercancías
Recinto Ferial Gran Via M2
08908 – Hospitalet
Barcelona, Spain
Tel.: + 34 93 233 4745/ 4744/ 4743
Fax: + 34 93 263 1894
E-mail: tanja@resainternacional.com
jreina@resainternacional.com
Contact: Tanja Wilhelm or Jorge Reina

Housing Management

Viajes Iberia Congresos
Edif. Orizonia - Pallars 193, 2^a planta
08005 Barcelona, Spain
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: congresos.barcelona@viajesiberia.com
Website: www.viajesiberiacongresos.com
Contact: Begoña Ruiz

Advertising Specifications for A4-sized Program Books

Requirements:

1) A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

OR

2) A4 size advertisement negative, right reading, emulsion down, 4-color process film, a disk or, Mac based media containing the original artwork and fonts (not in QuarkXPress Passport).

(to ensure integrity of final production, please also send a color proof for reference)

Note: Program book ads are likely to have a gripper edge of .25" at all sides due to production technique.

DEADLINE FOR ADVERTISEMENTS: 16 APRIL 2010

Please forward all advertisements to: Cori Gunter
Email: c.gunter@imedex.com

Advertising Specifications for Pocket Program

Requirements:

1) ½ A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

OR

2) ½ A4 size advertisement negative, portrait orientation, right reading, emulsion down, 4 color process film, or a disk containing the original artwork and fonts (not in QuarkXPress Passport, or Mac based media).

(to ensure integrity of final production, please also send a color proof for reference)

Note: Pocket program ads are likely to have a gripper edge of .25" at all sides due to production technique.

DEADLINE FOR ADVERTISEMENTS: 16 APRIL 2010

Please forward all advertisements to: Cori Gunter
Email: c.gunter@imedex.com

SATELLITE SYMPOSIA INFORMATION

ESMO Conference: 12th World Congress on Gastrointestinal Cancer Guidelines for Commercial Supported Satellite Symposia

Supporters at the Platinum, Gold, Silver and Bronze levels of support are invited to hold industry supported satellite symposia during designated timeslots for an additional fee. Timeslots and meetings rooms are assigned by Imedex based on the level of support and by the date the symposium timeslot was requested and confirmed.

1. Confirming a Satellite Symposium Timeslot and Location

Support contract for Platinum, Gold, Silver or Bronze level support must be signed by the supporting company's representative and received by Imedex before a time and location will be assigned.

Imedex will assign satellite symposia space and reserves the right to change the location of the satellite symposium space at any time.

2. Unapproved Therapies

Imedex bears no responsibility towards the delegates for the display, promotion or sale of therapies or services nor is Imedex supporting those products or services for their sole promotion at the ESMO Conference: 12th World Congress on Gastrointestinal Cancer. However, Imedex reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws, and Imedex bears no responsibility in case of a complaint based on such laws.

3. Satellite Agenda Approval

The scientific agendas of all satellite symposia must be submitted to Imedex for approval by the Congress scientific committee to avoid overlap with the official scientific program. A preliminary draft agenda is due to Imedex by 30 March 2010 and should be sent to Kelly Jackson at k.jackson@imedex.com. This preliminary draft agenda should include the title of the satellite symposium, chair(s), proposed speakers and the titles of all presentations. The results of the review will be announced approximately 2 weeks after receipt of the agenda.

If modifications are required, the supporting company must inform Imedex of their agreement and submit a modified agenda. Approval will be issued within two weeks of receipt of the modified program.

Invitations to potential faculty and chairs for any satellite symposia can only be issued after approval of the agenda by the Congress scientific committee.

Significant changes made to the agenda will require reevaluation by the Congress scientific committee.

The final, approved agenda should be sent to Kelly Jackson at Imedex at k.jackson@imedex.com by 3 May 2010, for publication in the Congress program book.

4. Satellite Speaker Guidelines

Expenses for speakers not already speaking at the ESMO Conference: 12th World Congress on Gastrointestinal Cancer (including travel, honoraria and accommodation) are the responsibility of the supporting company. For speakers who are not part of the scientific program for the ESMO Conference: 12th World Congress on Gastrointestinal Cancer, the supporting company must also provide Congress registration.

Travel and accommodations for speakers already participating in the scientific program of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer will be covered by the Congress organizer provided they are not asked to arrive early or stay late for industry supported activities, and provided that the event is a sanctioned event. Please refer to www.worldgicancer.com for the scientific agenda and confirmed speakers. The Congress organizer will cover economy class tickets (European faculty) or business class tickets (US faculty), 3 nights hotel (European faculty) and 4 nights hotel (US faculty) at the AC Barcelona, as well as an incidental allowance of \$200. Should commercial supporters wish for their faculty to stay at an alternative hotel, the commercial supporters will then become responsible for the hotel expense.

Although Imedex understands that some of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer scientific program speakers may have committed to participating in an industry supported satellite symposium, please be aware that policy does not permit speakers to repeat lectures given during industry supported satellite symposia. Speakers who are giving talks during the ESMO Conference: 12th World Congress on Gastrointestinal Cancer scientific program must be sure that this presentation contains new material.

Invitations to potential faculty and chairs for any satellite symposia can only be issued after approval of the program by the Scientific Committee.

5. Admission to Satellite Symposia

Admission to the satellite symposia area, Level 1, is open to all exhibitors, satellite supporters, and attendees with Congress badges. Special badges with access only to the satellite area will be available for symposium staff and vendors at the Congress registration desk.

6. Audiovisual Equipment and Room Specifications for Satellite Symposia

The following audiovisual equipment is included in the rooms at the CCIB for each satellite symposia:

- (1) Video data projector
- (1) Screen
- In house sound system with ability to handle 2 microphones

All meeting rooms are setup in banquet style with round tables and chairs, with a head-table (with 4 chairs) on a platform. All staging costs are the responsibility of the symposium organizer. If a company supporting a satellite symposium chooses to change the room setup, and the CCIB is able to accommodate this request, the company must pay any costs associated with the change and with the reset of the room after their satellite is completed.

Please contact Viajes Iberia Congresos directly by 10 May 2010 for any additional services.

Additional services will incur additional costs to the supporter.

All audiovisual equipment must be ordered through the CCIB through Viajes Iberia Congresos. The only exception is if you chose to use an Audience Response System for your satellite. Please see Audience Response System below if you will be utilizing this equipment.

Please contact Kelly Jackson at Imedex at k.jackson@imedex.com should you wish your symposia recorded for a web capture and be posted on www.worldgicancer.com. There is an additional fee for this service.

7. Audience Response System

If you will be utilizing an Audience Response System (ARS) during your satellite symposia you may use an outside vendor. All other audio visual equipment must still be provided by the CCIB. If you are using an outside vendor please complete the form on page 23 and return it to Kelly Jackson at k.jackson@imedex.com by 17 May 2010.

Onsite ARS vendors must have a Congress badge. Please make sure to register them for the meeting.

8. Signage Limitations

Signs may be placed in the general areas of the Congress no earlier than five (5) hours before the satellite is to begin. Signs may not be larger than 1 meter wide by 2 meters tall. Additional signs, outside of these guidelines, will be removed by the organizer.

All satellites are listed in the Congress agenda section of the program book, and satellite agendas will be listed in the satellite agenda section of the program book and pocket program if received by 3 May 2010.

All signs must contain the phrase "Held in conjunction with the ESMO Conference: 12th World Congress on Gastrointestinal Cancer."

9. Food Service

All food and beverage is at the expense of the supporter. Supporters for satellite symposia must guarantee food and beverage quantities equal to or greater than 80% of the seats for which the room is set. For example, if you have a room set for 700 people, you must guarantee food and beverage for at least 595 people. Supporter must provide Viajes Iberia a final guarantee for food and beverage by 18 June 2010. After 18 June 2010 food and beverage guarantees cannot be changed.

Luncheon satellite symposia will be able to choose from a variety of box lunch menu options. Please see "Luncheon Satellite Symposia Menu Options" on the "Corporate Support" tab of the Congress website www.worldgicongress.com. Only box lunch options will be available.

Evening satellite symposia can choose any menu option listed under "Evening Satellite Symposia Menu Options" on the "Corporate Support" tab of the Congress website www.worldgicongress.com.

Food items served in the exhibition hall, during the satellite symposia and in the hospitality suites must be purchased from the CCIB through Viajes Iberia Congressos by 10 May 2010. No outside food or beverage will be allowed at the satellite symposia. Please note that there is no increase over the CCIB prices for any items ordered through Viajes Iberia Congressos. Please be aware that there are restrictions on the food and beverage items that can be distributed from your booth. Please refer to the Spanish Farmaindustria and other local and European regulations for more information. A partial list of these organizations can be found on the Congress website.

10. Black out times for Ancillary or Concurrent Meetings

Ancillary or concurrent activities (internal meetings involving delegates, press conferences, and educational or promotional activities) in the convention center or outside the convention center, but concurrent to or during the breaks of the scientific program of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer must be approved by Imedex. Ancillary meetings of 30 participants or less will be allowed during blackout times but must be approved by Imedex. Ancillary meetings over 30 participants will not be allowed during blackout times. Clear identification of the organizer, the purpose, the targeted participants, and the full program must be submitted to Imedex by 3 May 2010 for approval. Please see the Ancillary Meeting Manual on the Congress website for additional information.

Black Out Times for Ancillary or Concurrent Activities			
Wednesday, 30 June	Thursday, 1 July	Friday, 2 July	Saturday, 3 July
15:00 to 19:30	8:00 to 20:20	8:00 to 21:15	8:00 to 16:35

11. Delegate Bag inserts

Supporters are allowed one delegate bag insert per symposium. The material may not be larger than A4-format and not heavier than 30 grams per piece. If an additional item is placed in the delegate bag the cost is €5,000 per item.

Symposium supporters must reserve a place in the delegate bag by 01 May 2010 and must submit a sample of the material for authorization of format and content to Imedex by 17 May 2010. Please contact Imedex for availability and pricing.

The deadline, quantity and shipping instructions must be strictly followed, **including the use of the delegate bag insert shipping label on page 21**. Material not related to activities taking place during the ESMO Conference: 12th World Congress on Gastrointestinal Cancer will not be authorized.

In order to assist the RESA and Imedex staff in making sure your delegate bags inserts arrive at the CCIB in time for insertion into the Congress bags, you must include the labeling on page 32 on the outside of each item sent. Delegate bag inserts must be shipped separately from any exhibition materials.

12. Printed Materials for Symposia

All printed materials for a symposium including signs, delegate bag inserts and materials to be handed out during the meeting must contain the statement "Held in conjunction with the ESMO Conference: 12th World Congress on Gastrointestinal Cancer." Printed materials may not be displayed or distributed in any room where an educational session of the main program is held.

**ESMO Conference: 12th World Congress on Gastrointestinal Cancer
30 June – 3 July 2010, Barcelona, Spain**

**Supported Satellite Symposia Schedule
as of 22 January 2010**

**(Times and room assignments are subject to change
based on the scientific agenda)**

Satellite Symposia Scientific Programs
may not exceed 75 minutes in length

Daily Symposia Schedule

Thursday, 1 July

Lunch Symposia

9:30	Rooms available to Thursday lunch symposia supporters for setup
12:30	General session adjourns
12:45	Concurrent luncheon symposia begin
14:15	Concurrent luncheon symposia adjourn
14:30	General session resumes
16:00	Thursday lunch symposia supporters must be out of symposia rooms

Non-competing Evening Symposium

16:00	Rooms available to Thursday evening symposium supporter for setup
18:20	General session adjourns
18:35	Evening symposium begins
20:05	Evening symposium adjourns
20:20	All evening symposium attendees have exited the CCIB
22:00	Thursday evening symposium supporter must be out of symposium rooms

Friday, 2 July

Lunch Symposia

9:30	Rooms available to Friday lunch symposia supporters for setup
13:00	General session adjourns
13:15	Concurrent luncheon symposia begin
14:45	Concurrent luncheon symposia adjourn
15:00	General session resumes
16:30	Friday lunch symposia supporters must be out of symposia rooms

Non-competing Evening Symposium

16:30	Rooms available to Friday evening symposium supporter for setup
19:00	General session adjourns
19:15	Evening symposium begins
20:45	Evening symposium adjourns
21:00	All evening symposium attendees have exited the CCIB
22:30	Friday evening symposium supporter must be out of symposium rooms

Saturday, 3 July

Lunch Symposia

9:30	Rooms available to Saturday lunch symposia supporters for setup
13:00	General session adjourns
13:15	Concurrent luncheon symposia begin
14:45	Concurrent luncheon symposia adjourn
15:00	General session resumes
16:30	Saturday lunch symposia supporters must be out of symposia rooms

Daily Symposia Room Assignments

Room assignments are tentative and subject to change.

Thursday, 1 July

Lunch Symposia

Biocompatibles UK Ltd	111-112
TBD	113-115
F. Hoffmann-La Roche Ltd	116-117

Non-competing Evening Symposium

TBD	116-117
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Friday, 2 July

Lunch Symposia

Merck Serono	111-112
Sirtex Medical Europe GmbH	113-115
F. Hoffmann-La Roche Ltd	116-117

Non-competing Evening Symposium

TBD	116-117
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Saturday, 3 July

Lunch Symposia

ESO	111-112
TBD	113-115
Amgen	116-117

CONGRESS INFORMATION AND REGULATIONS

Congress Rules, Regulations and Conditions

Please also see CCIB Rules and Regulations on the Congress website

1. Hanging Banners and Posters and Respecting the Installations

The placing of posters, banners, stickers or similar items, on the walls, floors, ceilings or columns inside or outside the CCIB is strictly prohibited. Applications for hanging posters or banners, or the items mentioned above, can be made to Viajes Iberia Congressos and will be considered.

Furthermore, the décor of the CCIB and any of the items rented within the building must be respected at all times, without adding to, moving or hiding anything present.

2. Health and Safety Legislation

Imedex and all satellite supporters upon entering the premises agree to adopt all measures of safety and control established by the Municipal Government of Barcelona and by the management of the CCIB.

Imedex and all satellite supporters, upon entering the premises, agree to observe the norms in force on safety, particularly in regard to the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the exhibition.

The satellite supporter formally declares that their staff are insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, declining the CCIB any possible claim or involvement in these matters.

Neither Imedex nor the CCIB will be responsible for any item or material that has not been removed once the event is finished.

The construction of stands using construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material is strictly prohibited.

3. Noise

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb the rest of the satellite supporters or other areas of the CCIB.

Other Regulations and Conditions:

1. Definitions

In the following regulations and conditions, the term 'supporter' describes any company or organization that has made a successful application for satellite symposia space allocation in the technical exhibition to be organized in the framework of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer, or any agent or representative acting on behalf of the supporter. The term 'secretariat' relates to Imedex.

2. Legal Condition

The application for satellite symposia space is legally binding on the supporter pending its acceptance in writing by the secretariat.

3. Location

The satellite symposia will be held at the CCIB, the Congress venue.

4. Amendment of the Schedule

While every effort is made to preserve the published schedule of the satellite symposia, the secretariat shall be entitled to vary the times and/or layout if it is believed by the organization to be in the best interest of the Congress. The supporter shall have no claim against the secretariat in respect of any change of times or layout.

5. Postponement or Abandonment

The secretariat reserves the right to postpone the Congress including the satellite symposia, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the satellite symposia, the secretariat will not be held liable for expenses incurred other than the cost of holding a satellite symposium.

6. Bankruptcy or Liquidation

In case the supporter becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the secretariat shall be at liberty to terminate immediately the contract with the supporter, to cancel the allocation of satellite symposia space to the supporter and to forfeit all sums paid by the supporter.

7. Security and Insurance

Neither the secretariat nor its contractors shall be responsible for the safety of any satellite symposia materials or other property of the supporter or of any person, or for the loss, damage or destruction by theft or fire or from any other cause to such satellite symposia materials or other property, or for loss, damage or injury sustained by any satellite symposia materials or any other persons. The supporter shall indemnify Imedex or its contractors to third persons, as a result of any act or omission of the supporter, his staff, agent or personnel hired on a temporary basis to staff the satellite symposia stand. As the secretariat and its contractors will accept no responsibility for any of the foregoing matters, the supporter should affect his own insurance against any risk of loss, damage, injury or liability. Evidence that such an insurance has been obtained should be sent to Viajes Iberia not later than 12 March 2010.

8. Room Decoration

Under no circumstances may the supporter increase the satellite symposia space beyond the room(s) that has been allocated. Any damage caused by their acts of negligence will be the responsibility of the supporter, who will be required to indemnify the secretariat and its contractors against any claim arising from such damage. No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the CCIB. Any fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organization.

9. Advertising

All printed matter or advertisements of any kind, including information on display or intended for distribution on or outside the premises of the Congress Center is strictly limited to the supporter's stand or the space hired by the supporter. Failure to observe this procedure, in particular regarding distribution of promotional documents in the vicinity of entrances or exits or without the written permission of the secretariat, shall render the supporter liable to an advertising fee of up to 25% of the total exhibit space cost. Companies are to comply with all Spanish Farmaindustria, local and European rules and regulations related to advertising and promotion of products and services as part of their satellite symposia. Neither the secretariat nor its contractors bear any responsibility in case of a complaint based on such laws.

All advertisements for a symposium described above must contain the phrase "Held in conjunction with the ESMO Conference: 12th World Congress on Gastrointestinal Cancer"

10. Disposal of Waste

It is the responsibility of the supporter to ensure that all debris and waste material including boxes for packaging arising from preparing for the satellite symposia are completely removed from the satellite symposia area prior to the opening of the satellite symposia. Failure to comply with this procedure shall render the supporter liable for the cost of clearance by the secretariat or its contractor.

11. Special Hazards

Any satellite symposium which may be regarded as constituting a special risk or hazard must notify the secretariat as soon as possible and not later than 16 April 2010. The supporter must at his own expense comply with any conditions or safety precautions the secretariat, venue licensor or local authorities may impose.

12. Health and Safety at Work

It is the responsibility of the supporter to ensure that their employees, satellite symposia organizers and staff and temporary staff comply with the latest legislation regarding health and safety at work.

13. Storage

If you require storage during the satellite symposia please contact Viajes Iberia Congressos. An additional charge will apply.

OFFICIAL SHIPPING MANUAL

RESA Expo Logistics is the official Shipping supplier of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer. Please go to the official Congress website www.worldgicancer.com to download the official shipping manual. The manual can be found on the "Corporate Support" page of the website. Items shipped directly to the CCIB will be refused.

RESA CONTACT DETAILS:

Jorge Reina
jreina@resainternacional.com
Direct Tel.: + 34 93 2334743

Tanja Wilhelm
tanja@resainternacional.com
Direct Tel.: + 34 93 2334024

General Fax: + 34 93 2631894



OFFICIAL BAG INSERT SHIPPING MANUAL

ESMO Conference: 12th World Congress on Gastrointestinal Cancer

BARCELONA

30 June – 3 July 2010

Dear Supporter:

Please read carefully this relevant information concerning logistics and customs regulations for the delegate bags at the ESMO Conference: 12th World Congress on Gastrointestinal Cancer, in order to ensure your leaflet / brochure reaches all the event visitors.

Your shipments should arrive at our Barcelona receiving warehouse no later than **21st of June 2010**

- Consignee address: **RESA / Trebig Handling**
 C/Cal Pi de l'Olla, 48-50 / ZAL Prat
 08820 – El Prat (Barcelona)
 SPAIN
 Notify: WCGI 2010 / Sponsor's name



All delegate bags insert shipments must be marked as follows:

EVENT NAME: WCGI 2010
BAG INSERT
NAME OF PUBLICATION: XXXXXXXXXXXX
SUPPORTING COMPANY: XXXXXXXXXXXX
PIECES: 1 OF XXX

Please send your shipments prepaid, on own Master air way bill, consigned to above mentioned address. For shipments outside the EU, 3 original Invoices should be attached to the Airway bill. Send always your shipment on conditions "prepaid" or "DDP" (all charges paid by the sender **including the payment of duties and taxes**). Courier shipments arriving with unpaid transport costs will be refused (unless the exhibitor gives instructions to RESA for payment of charges on their behalf. An additional 10% deferment fee will be charged for advanced payment).

Shipments without proper delivery information will not be delivered and will remain at our warehouse until the sponsor requests them (claims for delayed deliveries of unmarked shipments will be refused).

Pre-advices Please send us at least two days before arrival in Barcelona by fax:

- Copy of airwaybill / flight details
- Copy of invoice / packing list

RESA CONTACT DETIALS:

Jorge Reina
ireina@resainternacional.com
Direct Tel.: + 34 93 2334743

Tanja Wilhelm
tanja@resainternacional.com
Direct Tel.: + 34 93 2334024

General Fax: + 34 93 2631894

Delegate Bag Insert Sample Shipping Label

In order to assist the RESA and Imedex staff in making sure your delegate bag inserts arrive at the CCIB in time for insertion into the delegate bags, you must include the following labeling on the outside of each item sent which includes any delegate bag inserts and delegate bag inserts must be shipped separately from any exhibition materials.

The last day to make a reservation for space in the delegate bag is 10 May 2010. Sample inserts are due to Imedex for approval by 17 May 2010.

**Boxes containing Delegate Bag Inserts must be received by
RESA in Barcelona by 21 June 2010**

ESMO Conference:
12th World Congress
on Gastrointestinal Cancer

**DELEGATE BAG
INSERTS**

(Your Company Name)

**ESMO Conference:
12th World Conference on Gastrointestinal Cancer**

Satellite Symposia Staff Registration

Please use this form to secure badges for staff that will have access **only** to the satellite symposia area of the CCIB. These badges will not have access to any scientific session or the Exhibition Area.

Supporter: _____

Supporter Registration Contact Name: _____

Contact Phone Number: _____ **Contact Email:** _____

	First/Given Name	Last/Surname	Organization	City	Country
1					
2					
3					
4					
5					

Please return the form to Cori Gunter by **17 May 2010** via fax +1(770) 751 7334.

Additional Full registrations and Exhibitor Badges are available. Please contact Cori Gunter at c.gunter@imedex.com to order additional badges.

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Audience Repose System Information Form

If you will be utilizing an independent Audience Response System (ARS) provider during your symposium please complete the following form and return it to Kelly Jackson at k.jackson@imedex.com or by fax at +1 770 751 7334 by 17 May 2010.

Name of satellite: _____

Day of satellite: _____

Lunch **Evening**

Name of ARS provider: _____

ARS provider contact name: _____

ARS provider contact email: _____

ARS provider contact phone number: _____